



## OTHER SCHOOL PERSONNEL INSTRUCTIONS

### School Year 2007-2008

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Personnel information is part of the annual fall accreditation reporting process. This menu will only be available to the following districts:

**10-Public School Districts**

**40-Cooperatives and Multi-Districts**

**80-Special Populations**

### Adding Other School Personnel Staff

**STEP #1:** Click on "Add" to report the total district full time equivalency (FTE) for a selected position code.

Code	Other School Personnel Position Description	Total Reported Number
01	Educational Paraprofessionals - Special Education	21.4
02	Educational Paraprofessionals - Regular Education	25.12
03	'Other' Educational Assistant	13.26
04	Tutor	23
11	Audiovisual Technician	3
21	Administrative Assistant	1
22	Administrative Secretary	4
31	Accountant/Bookkeeper	3
32	Athletic Director	1.5
33	Business Official	1
41	School Nurse	12
61	Cook	19
63	Food Service Worker	2
64	Food Service Supervisor	1

Click on "Add"

**STEP #2:** Select each Position Code from the drop down box that pertains to your district. Include only filled positions during the **school year**; exclude contract positions; exclude vacant positions; exclude volunteers. For example, a person is assigned bus mechanic during the school year and custodian in the summer. The district should report the FTE for the bus mechanic position only.

Select Position Code

- 'Other' Educational Assistant
- 'Other' Support Staff
- 'Other' Support Staff in Special Education
- 504 Coordinator
- Attendance Officer
- Attendant / Monitor
- Audiologist
- Brailleist
- Community Education Specialist
- Custodian
- Data Processing/Mgmt
- Dietitian/Nutritionist
- Drug Free School Coordinator
- Educational Paraprofessionals - Special Education
- Food Service Support Staff - Secretarial/Clerical/Technical/Computer
- Home & School Coordinator

Select each position code from the drop down box that pertains to your district.

#### 1. Position Titles/Codes for Staff Not Required to be Certified

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Other School Personnel.doc

08/30/2007

- a. **Instructional Paraprofessionals** - Instructional aides are staff members assigned to assist a teacher in activities requiring minor decisions regarding students, and in such activities as monitoring, conducting rote exercises, opening equipment and clerking.
  - 1) 01 - Educational Paraprofessionals - Special Education  
Paraprofessionals and assistants who are appropriately trained and supervised may be used to assist in the provision of special education and related services to children with disabilities under Part B of the Individuals with Disabilities Education Act. At a minimum, the following standards must be met:
    - a) Paraprofessionals must have a high school diploma or GED;
    - b) Paraprofessionals must work within defined roles and responsibilities as identified by the school district;
    - c) Paraprofessionals must work under the supervision of, and be evaluated by, certified staff.
  - 2) 02 - Educational Paraprofessionals - Regular Education
  - 3) 03 - "Other" Educational Assistant
  - 4) 04 - Tutor
- b. **Library/Media Support Staff** - Staff members who render other library or media services, such as preparing and caring for and making available to members of the instructional staff the equipment, films, filmstrips, transparencies, tapes, TV programs, and similar materials (whether maintained separately or as part of an instructional materials center).
  - 1) 11 - Audiovisual Technician
- c. **District Administrative Support Staff** - Staff members who provide direct support to school district administrators, including secretarial and other clerical staff.
  - 1) 21 - Administrative Assistant
  - 2) 22 - Administrative Secretary
  - 3) 23 - Other Clerical Staff
  - 4) 24 - Data Processing/Mgmt
  - 5) 25 - Purchasing Agent
  - 6) 26 - Warehouse Administrator
- d. **District/School Administrators** - Staff members who provide administrative duties with the district such as fiscal, human resources, etc.
  - 1) 31 - Accountant/Bookkeeper
  - 2) 32 - Athletic Director
  - 3) 33 - Business Official
  - 4) 34 - Program Director/ Supervisor
  - 5) 35 - Program Director/ Supervisor Assistant
  - 6) 36 - Technology Coordinator
  - 7) 37 - "Other" District Administrator
- e. **School Administrative Support Staff** - Persons whose activities are concerned with support of the teaching and administrative duties of the office of the principal or department chairpersons, including clerical staff and secretaries.
  - 1) 41 - School Secretary
- f. **Food Service**
  - 1) 61 - Cook/Baker  
This employee is directly responsible for preparation of food items. Minimal amount of time spent on record keeping. Reports to manager or director.

- 2) 62 - Dietitian/Nutritionist  
Licensed nutritionist or registered dietitian involved in menu planning and/or oversee program administration or operation.
  - 3) 63 - Food Service/Kitchen Manager  
This employee is responsible for one physical preparation or service site. Reports to a director/administrator in systems with more than one physical site. In large single-site operations, reports to other administration. Main portion of work is administration.
  - 4) 64 - Food Service/Program Director  
Single person at district/school responsible for supervision of food service related activities at more than one physical preparation and/or service site or at single-site operations has been given responsibility and authority for total operation of food service program. May or may not be considered part of "administrative team" at district level. Titles might include nutrition or program director, dietitian, etc
  - 5) 65 - Food Service Worker  
Time is spent on various food service responsibilities that may be combined including serving, assisting cooks, dishwashing, janitorial, and/or meal delivery. Minimal amount of time spent on record keeping. Reports to manager or director
  - 6) 66 - Food Service Support Staff - Secretarial/Technical/Computer  
Time spent on various food service related responsibilities such as ticket sellers, menu analysis (computerized or manual), processing applications for free and reduced price meals, food-service accounting, secretarial. Title might include office worker, administrative staff, secretary, accounting assistant, etc.
  - 7) 67 - Special Education Specialized Food Service Worker  
Personnel who provide specialized or supportive services required to assist in the meal service for children with disabilities. This could include such personnel as a dietitian planning students' meals.
- g. **Student Support Staff** - Professional and supervisory staff providing non-instructional services to students. Includes attendance officers, staff providing health, psychology, audiology, or social services; and supervisors of the preceding staff and of health, and transportation.
- 1) 70 – 504 Coordinator  
Collaborative teacher that implements the 504 plans for regular education students to make sure those students receive their services. This includes home visits at times. The majority of her duties include home school coordination but it also includes the TAT (Teacher Assistance Program) which is the referral process, behavior plans, etc
  - 2) 71 - Attendance Officer
  - 3) 72 - Attendant / Monitor
  - 4) 73 - Audiologist  
Certified, licensed, or otherwise qualified professional who provides the following services:
    - a) Identification of children with hearing loss;
    - b) Determination of the range, nature, and degree of hearing loss, including referral of medical or other professional attention for the habilitation of hearing;

- c) Provision of habilitative activities, such as language habilitation, auditory training, speech reading (lipreading), hearing evaluation, and speech conversation;
  - d) Creation and administration of programs for prevention of hearing loss;
  - e) Counseling and guidance of children, parents, and teachers regarding hearing loss; and
  - f) Determination of the children's needs for group and individual amplification, selecting and fitting an appropriate aid, and evaluating the effectiveness of amplification."
- 5) 74 - Community Education Specialist
  - 6) 75 - Home & School Coordinator
  - 7) 76 - Interpreter  
A certified, licensed, or otherwise qualified staff member who
    - a) provides translation between spoken and manual (sign language) communication,
    - b) translate spoken material into sign language for hearing impaired students; and
    - c) interprets sign language of hearing impaired students into oral language for hearing individuals or others not conversant in sign language.
  - 8) 77 - Licensed Psychologist  
If certification is through the Accreditation and Teacher Quality, encode a personnel record form and do not report the FTE in this menu. If the certification is through a different entity, then report the FTE in the "Other School Personnel" menu. Certified, licensed, or otherwise qualified professional who provides the following services:
    - a.) Administering psychological and educational tests, and other assessment procedures;
    - b.) Interpreting assessment results;
    - c.) Obtaining, integrating, and interpreting information about child behavior and conditions relating to learning;
    - d.) Consulting with other staff members in planning school programs to meet the special needs of children as indicated by psychological tests, interviews, and behavioral evaluations; and
    - e.) Planning and managing a program of psychological counseling for children and parents...."<sup>1</sup>

<sup>1</sup>This would also include pre-referral activities performed in evaluating children suspected of having disabilities.
  - 9) 79 - Occupational Therapist  
Certified, licensed, or otherwise qualified professional who provides the following:
    - a) Improving, developing or restoring functions impaired or lost through illness, injury, or deprivation;
    - b) Improving ability to perform tasks for independent functioning if functions are impaired or lost; and
    - c) Preventing, through early intervention, initial or further impairment or loss of function."
  - 10) 80 - Physical Therapist  
Certified, licensed, or otherwise qualified professional who provides the following services:

- a) Screening, evaluation, and assessment of children "... to identify movement dysfunction;
  - b) Obtaining, interpreting, and integrating information appropriate to program planning to prevent, alleviate, or compensate for movement dysfunction and related functional problems; and
  - c) Providing individual and group services or treatment to prevent, alleviate, or compensate for movement dysfunction and related functional problems."
- 11) 81 - Plant Engineer
  - 12) 82 - School Nurse
  - 13) 83 - Supervisor, Bldg. & Grounds
  - 14) 84 - Transportation Supervisor
  - 15) 85 - Special Education Social Workers

Certified, licensed, or otherwise qualified professional who provided the following services:

- a) Preparing a social or developmental history on a child with a disability, <sup>1</sup>
- b) Group and individual counseling with the child and family;
- c) Working in partnership with parents and others on those problems in a child's living situation (home, school, and community) that affect the child's adjustment in school; and
- d) Mobilizing school and community resources to enable the child to learn as effectively as possible in his or her educational program;...."

These services are provided by the staff member and documented on the student's individual education plan (IEP) by goals and instructional objectives.

<sup>1</sup>This would also include pre-referral activities performed in evaluating children suspected of having disabilities.

- 16) 86 - Special Education Recreation and Therapeutic Recreation Specialist  
Certified, licensed, or otherwise qualified professional who provides the following services;
  - a) Assessment of leisure function;
  - b) Therapeutic recreation services;
  - c) Recreation programs in schools and community agencies; and
  - d) Leisure education."
- 17) 87 - Rehabilitation Counselor  
Certified, licensed, or otherwise qualified professional who provides services "...in individual or group sessions that focus specifically on career development, employment preparation, achieving independence, and integration in the workplace and community of a student with a disability. The term also includes vocational rehabilitation services provided to a student with disabilities by vocational rehabilitation programs funded under the Rehabilitation Act of 1973, as amended."
- 18) 88 - Special Education Work Study Coordinator (Job Coaches)  
Personnel that plan and conduct special education work-study programs, confers with school and community personnel to impart information about the program and to coordinate program functions with related activities. These personnel are typically non-certified through the Department of Education. They may have certification through the Department of Rehabilitation Services after completing the approved training.

- 20) 89 – Drug Free School Coordinator
- h. **All Other Support Staff** - Support staff not reported in other categories, such as, data processing, plant and equipment maintenance and security.
- 1) 92 - Bus Mechanic
  - 2) 93 - Custodian
  - 3) 94 - Data Processing / Support
  - 4) 95 - Grounds Keeper
  - 5) 96 - Printer
  - 6) 97 - Security Personnel
  - 7) 98 - Vehicle Operator
  - 8) 99 - "Other" Support Staff
- i. **Other Professional and Non-Professional Staff in Special Education** - Professional staff whose activities are providing special education and related services for children with disabilities ages 3-21. Include the personnel who provide specialized health services such as nurses or psychiatrists. Non-professional personnel would include the personnel not already reported in this report who provide special education and related services for children with disabilities ages 3-21.
- 1) 101 - Non-Professional Staff in Special Education  
Not fully certified refers to personnel employed who were employed on an emergency, provisional, or other basis and who do not hold standard State certification or licensure for the position to which they are assigned or do not meet other existing State requirements for the position held.
  - 2) 102 - Other Occupational Technicians  
Professional personnel who “performs assignments requiring a high degree of knowledge and skills usually acquired through at least a baccalaureate degree or its equivalent obtained through special study and/or experience, but not necessarily requiring skills in the field of special education. The professional provides special education and related services for children with disabilities, ages 3-21. These professionals should not be reported elsewhere in this collection. Ie: A professional that repairs, designs or programs adaptive equipment.
  - 3) 103 - Psychiatrist  
A psychiatric evaluator must be a psychiatrist licensed by the State Board of Medical and Osteopathic Examiners in South Dakota." These services are provided by the professional and documented on the student’s individual education plan (IEP) by goals and instructional objectives
  - 4) 104 - Special Education School Nurse  
“School health services” provided by a qualified school nurse that is fully certified through the South Dakota Board of Nursing.
  - 5) 105 - "Other" Support Staff in Special Education  
Non-professional personnel who provide special education and related services for children with disabilities, ages 3-21. The non-professionals should not be reported elsewhere in this collection. Do not include special education aides or paraprofessionals as they are reported in the Instructional Aides menu.
  - 6.) 106 - Special Education Department Manager  
Professional personnel who supervise a special education department and provide no direct special education and related services to children with disabilities ages 3-21. The Special Education Department Manager is under the supervision of the

Special Education Director. DO NOT use this position title/code for reporting a special education director position.

- 7.) 107 - Special Education Bus Drivers not required to have a CDL  
Personnel who provide specialized pupil transportation as per a student's individual education plan (IEP) indicated as transportation as a related service. Personnel is not required to have a CDL due to the vehicle used for transportation purposes (i.e.: small passenger van or car), but must have a valid drivers license.
- 8.) 108 - Braillist  
Professional personnel who transfer written script to Braille script for use by students with visual impairments or blindness.
- 9.) 109 – Orientation and Mobility Specialists

**STEP #3:** The Total FTE Counts for staff categories must be reported to the nearest hundredth.

1. Count part-time staff in terms of full-time equivalency. Full-time equivalency should be counted in hundredths. For example, if a position is filled by two part-time persons, each working one half day, count each as 0.50.
  - (a) A full-time employee having more than one assignment should be counted in terms of full-time equivalency in each assignment. For example, a person assigned 6 hours per day as a bus mechanic and 2 hours per day as a custodian should be counted 0.75 for the bus mechanic position and 0.25 for the custodian position.

DistYear: 32002 Pierre School District 32-2 2005

DOE Test

Other School Personnel Detail

Other School Personnel Position Code: "Other" Educational Assistant

Total FTE: 10.50

Cancel Save

Full-time equivalency should be counted in hundredths (EX: 10.50).

Be sure to click on "Save".

**STEP #4:** Be sure to click on "Save". Continue with the above steps to add the next position.

## Updating Other School Personnel Position FTE

**Submission deadline: October 15, 2007**

**STEP #1:** If the position was reported last year, their position FTE information was populated to school year 2007-2008. Once you add a position title you can **not** add that position title again. You have to edit the position title. If you accidentally keyed in the wrong full-time equivalency, highlight a specific position title row and choose the option of "Edit" to update a full-time equivalency for the current school year

DistYear: 32002 Pierre School District 32-2 2005

DOE Test

TIP: By clicking on any of the columns you can sort the column ascending or descending.

Code	Other School Personnel Position Description	Total Reported Number
01	Educational Paraprofessionals - Special Education	21.4
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33	Business Official	1
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41	School Secretary	12
61	Cook/Baker	19
63	Food Service/Kitchen Manager	2
64	Food Service/Program Director	

(23) Record(s)

\*Double-Click record above to edit

Buttons: Add Edit Delete Ok

#1 Highlight a specific position title row.

#2 Choose the option of "Edit" to update a full-time equivalency

**STEP #2:** Update the full-time equivalency.

DistYear: 32002 Pierre School District 32-2 2005

DOE Test

Other School Personnel Detail

Other School Personnel Position Code: School Secretary

Total FTE: 10.50

Buttons: Cancel Save

Update the full-time equivalency.

Be sure to click on "Save"

**STEP #3:** Be sure to click on "Save".

**STEP #4:** Continue to above steps to update the position FTE for ALL positions reported last year.

## Running a Report



**SUGGESTION:** Print the "Report: FTE Summary of 'Other Staff'".

DistYear 32002 Pierre School District 32-2 2005

DOE  
Tasi

Actions  
Change District and  
Authority To Act  
District Bus Drivers  
Revoked Bus Driver L  
Cert/Cred  
CIP Program  
Correspondence  
District Information  
Authority to Act  
Add District/School Inf  
Add Bus Driver Inform  
Check Graduation Inf  
Contracted SPED Per  
Qualifications-Assign  
Personnel Record For  
Other School Person  
Teacher Vacancy  
Assurance Statement  
Individual Infor  
District Address  
Math/Science Assign  
Paraprofessional Sci  
Special Education

Other School Personnel List

Code	Other School Personnel Position Description	Total Reported Number
01	Educational Paraprofessionals - Special Education	21.4
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32	Athletic Director	
33	Business Official	
41	School Secretary	12
61	Cook/Baker	19
63	Food Service/Kitchen Manager	2
64	Food Service/Program Director	1
<b>(23) Record(s)</b>		

\*Double-Click record above to edit

Add Edit Delete Print Ok

#1 Click on the print button.

Preview 32002

**FTE SUMMARY OF "OTHER STAFF"**

School Year 2004-2005

	Total Reported FTE
01 Educational Paraprofessionals - Special Education	21.40
02 Educational Paraprofessionals - Regular Education	25.12
	23.00
<b>Total Reported FTE:</b>	<b>69.52</b>
	3.00
<b>Reported FTE:</b>	<b>3.00</b>
<b>Total Reported FTE</b>	<b>5.00</b>
	1.00
	4.00
<b>Total Reported FTE:</b>	<b>5.00</b>
	3.00
	1.50
	1.00
	3.00
<b>Reported FTE:</b>	<b>8.50</b>
<b>Total Reported FTE</b>	<b>12.00</b>

#2 Click on the icon that looks like a printer.

#3 Select the appropriate printer to which you want to print to.

#4 Select the "All" print range.

#5 Click on "Print".